

SECTION 555: SUMMARY WARRANT VOUCHER - MANUAL, SAFORM C-08

1. Purpose.

- (a) Both the SUMMARY WARRANT VOUCHER - MANUAL, SAFORM C-08 (SWV), and the SUMMARY WARRANT VOUCHER (COMPUTER), SAFORM C-10, serve the same purposes, in general:
 - (1) To authorize the Department of Accounting and General Services (DAGS) Accounting Division to pay specific amounts to specific payees.
 - (2) To charge the payments to specific accounts.
 - (3) To serve as a cover form for the supporting documentation required by DAGS Accounting Division for pre-auditing the payments before approval.
 - (4) To "release" action to have warrants and related remittance advices computer-prepared for payees listed on the SWV upon approval for payment by DAGS Accounting Division.
- (b) This particular form is intended to serve as a priority-payment voucher, to be used for emergency situations in which there is not sufficient time to request a computer-prepared voucher (SUMMARY WARRANT VOUCHER (COMPUTER), SAFORM C-10). This form should be used by departments and agencies on an infrequent basis, only in such emergency situations.

2. Prepared By. Departments and expending agencies, DAGS Accounting Division, and any other expending agencies to whom State appropriations are made.

3. Frequency. Daily, as required for emergency situations requiring priority-payment.

4. Distribution.

- (a) Copy #1 - To DAGS Accounting Division (covering required supporting documentation).
- (b) Copy #2 - Retained by originating department or agency.
- (c) Additional copies of the form may be prepared for certain special procedures or file requirements.

5. Central Accounting. DAGS Accounting Division uses Copy #1 of this form to assign a batch number and a batch date, to assign the Comptroller's voucher number, and to "release" the payment transactions into the accounting system.

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6. Special Rules.

- (a) When submitting batches with multiple pages, enter the batch header information (Items ① through ⑮) only once on the first page. After each sheet has been completed through Item ③④ , all sheets except the last sheet must be cutoff at the line above the "Remarks" and "Distribution by Allotment Category" area. The sheets must be stapled together before submitting the SWV for payment.
- (b) For any SUMMARY WARRANT VOUCHER - MANUAL for which the expending agency desires pre-audit priority, the vouchering department must affix a physical red tag to the top of the voucher in a manner that makes the red tag readily visible. Vouchers with such red tags must be submitted to DAGS Pre-Audit Branch by the prescribed time during a day in order that the warrants can be issued the following morning.

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| ITEM NO. | DATA AND DATA INSTRUCTIONS |
|----------|--|
| | <u>BATCH INFORMATION:</u> If multiple pages are used, Items ① through ⑮ are to be completed on the first page only. |
| ① | DEPARTMENT - Enter the title of the department. |
| ② | DATE - Enter the date prepared. |
| ③ | FUND - Enter the name of the fund to which the voucher is to be charged. |
| ④ | BATCH TYPE - Enter the batch type. "I" - Contract Payments - Manual Warrant "J" - Contract Payments - Automated Warrant "K" - Other Than Contract Payments - Manual Warrant "L" - Other Than Contract Payments - Automated Warrant |
| ⑤ | DEPT CODE - Enter the department code. |
| ⑥ | DEPT BATCH REF NO - Enter the department batch reference number. |
| ⑦ | TRANS FISCAL MO - Enter the fiscal month to which the payment transaction is to be posted. |
| ⑧ | WARRANT WRITING SUBFUND - Enter the warrant-writing subfund to appear on the warrant. |
| ⑨ | WARRANT ROUTING INDICATOR - If applicable, enter the warrant routing indicator. Blank - Warrants are to be distributed by DAGS Accounting Division. "! " - Warrants are returned to the department for distribution. "2" - Reserved for future use. |

April 1, 1987

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| ITEM NO. | DATA AND DATA INSTRUCTIONS |
|-------------|--|
| <p>(10)</p> | <p>RED TAG INDICATOR - If applicable, enter the red tag indicator.</p> <p>Blank - Non-red-tag batch. Payments in the batch are to be normally distributed and are not given distribution priority by DAGS.</p> <p>"1" - Red tag batch. Payments in the batch are to be distributed with the highest priority by DAGS.</p> <p>Note: The red tag indicator is also used to determine whether payments in the SWV are to be posted in the daily FAMIS processing cycle before the non-red-tag coded vouchers.</p> |
| <p>(11)</p> | <p>PAYMENT TYPE INDICATOR - Enter the payment type indicator to reflect the department's determination as to whether payment transactions in the voucher are subject to the interest provisions of Sec. 103-10, H.R.S.</p> <p>"E" - Regular Type of Batch</p> <p>"C" - Interest Exempt Batch</p> |
| <p>(12)</p> | <p>DEPT BATCH STATUS - This field should be left blank since the document is submitted directly to Pre-Audit for audit and subsequent data entry.</p> |
| <p>(13)</p> | <p>CENTRAL ACCTNG BATCH STATUS - Enter "R".</p> |
| <p>(14)</p> | <p>NUMBER OF TRANSACTIONS - Enter the total number of transactions in the batch.</p> |
| <p>(15)</p> | <p>WARRANT AMOUNT - Enter the total warrant amount, net of any credit memos.</p> |
| <p>(16)</p> | <p>VENDOR NAME, ADDRESS, CITY, STATE and ZIP - Enter the name and address of the vendor.</p> |
| <p>(17)</p> | <p>VENDOR NUMBER AND SUFFIX - Enter the vendor number and suffix assigned to the vendor.</p> |
| <p>(18)</p> | <p>TC - Enter the transaction code.</p> |

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| ITEM NO. | DATA AND DATA INSTRUCTIONS |
|----------|--|
| (19) | INVOICE NUMBER - Enter the invoice number. |
| (20) | INV DATE - Enter the invoice date (MM/DD/YY). |
| (21) | AMOUNT - Enter the amount to be paid and charged to the appropriation. |
| (22) | M - If the transaction is an expenditure against a previously entered encumbrance, enter the appropriate modifier code. Blank or "P" - Partial Payment "F" - Final Payment |
| (23) | R - Leave blank. |
| (24) | REF DOC NO/SFX - If the transaction is an expenditure against a previously entered encumbrance, enter the P.O., Contract Input, or Encumbrance Advice number and suffix used to encumber the item. |
| (25) | F-YR-APP-D - Enter the appropriation symbol as follows: F - The fund code. YR - The fiscal year code. APP - The appropriation account code. D - The department code. |
| (26) | ALLOT CAT - Enter the allotment category code. "10" - Personal Services "20" - All Other Expenditures |
| (27) | SRCE/OBJ - Enter the source or object code. |
| (28) | CC - Enter the cost center code (optional). |
| (29) | PROJECT/PH - Enter the project number and project phase codes (optional). |

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| ITEM NO. | DATA AND DATA INSTRUCTIONS |
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| (30) | ACT - Enter the department activity code (optional). |
| (31) | S/L ACCT - Enter the subsidiary account number (optional). |
| (32) | OPTIONAL REMITTANCE DATA - Enter the contract payment number or payment month for contract payments; otherwise enter any data to be included on the remittance advice. |
| (33) | OPTIONAL DEPARTMENTAL DATA - Enter the optional departmental data. |
| (34) | ASD - Enter the aging start date for all transactions subject to interest charges. The aging start date is the latter of the date of receipt of the invoice or the date of satisfactory delivery of goods or services. |
| (35) | REMARKS - Include any special remarks, if necessary. |
| (36) | FOR STATE COMPTROLLER USE - Reserved for DAGS Accounting Division. |
| (37) | APPROVED FOR PAYMENT - The signature of the head of department or the head of department's duly authorized representative is required. The signature of the "SUBORDINATE OFFICER RESPONSIBLE" is optional. |
| (38) | BATCH DATE - Leave blank. The batch date will be entered by DAGS Accounting Division. |
| (39) | BATCH NUMBER - Leave blank. The batch number will be entered by DAGS Accounting Division. |
| (40) | COMPTROLLER VOUCHER NUMBER - Leave blank. The Comptroller voucher number will be entered by DAGS Accounting Division. |

